

USER'S GUIDE TO THE HERNDON ZONING ORDINANCE

6. Single Lot Development Plan

(See Zoning Ordinance § 78-202.6, Site Plans, Single Lot Development Plans and Building Location Surveys, especially § 78-202.6(c)(4), Single Lot Development Plan, and § 78-513, Single Lot Development)

The Town of Herndon Zoning Ordinance User Guide series provides the public with general information on land use regulations affecting activities undertaken by the public and administered by the Herndon Department of Community Development. It is not intended to be a complete statement of all applicable regulations. Individuals are encouraged to contact the Department of Community Development at 703-787-7380 for complete permitting requirements.

What is a Single Lot Development Plan?

Any development proposed within the Town is subject to the Town's zoning and subdivision regulations. Most development requires detailed review through a Site Plan review process (see User Guide #5, *Site Plan Review Procedures*.) Lot-by-lot development by individual homeowners for single-family detached homes or duplexes is eligible for simplified review and approval under a single lot development plan for:

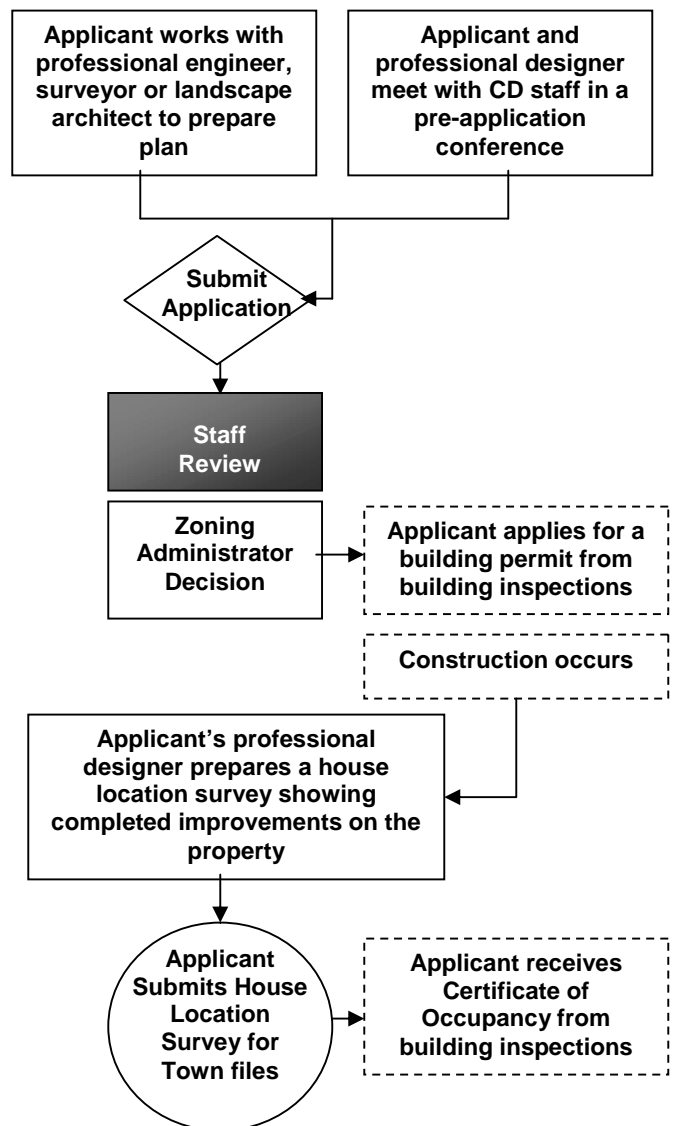
- Construction of a new home.
- Replacement of a home.
- Enlargement of a home when the footprint of the enlargement is 750 square feet or more.
- Construction, replacement or enlargement of an accessory building when the alteration is 750 square feet of floor area or more.
- Land disturbance of 2,500 square feet or more, with or without any other construction.

For certain improvements of less than 750 square feet, Town review and approval may be required. See User Guide #32, *Building Location Survey*, or Zoning Ordinance § 78-202.6(c)(3), *Building Location Surveys*.

What is involved in the Review Process?

A pre-application conference with a member of the Community Development staff is required to review the requirements and procedures for a Single Lot Development Plan.

Single Lot Development Plan Review Process



The applicant must complete a Single Lot Development Plan application along with all information specified in Zoning Ordinance § 78-201.3, *Submittal Requirements*, and § 78-202.6(c), *Site Plans that May be Approved Administratively* (see attached Table). The Single Lot Development Plan must be prepared by a certified or licensed surveyor or engineer. In most cases, any application for a development approval or other permit must include the following items:

1. A completed application form provided by the Town and signed by the owner(s) or owner's agent(s).
2. Payment of required fee(s) as indicated in § 78-201.3, *Submittal Requirements*.
3. A statement of authorization from a landowner or other party authorizing an agent to act upon their behalf (if applicable).
4. If a pre-application conference took place, a statement indicating the date and time a pre-application conference was held with the Town, as well as a list of participants in the conference.
5. A receipt or other documentation indicating that any delinquent taxes owed on lands subject to the application have been paid.
6. If the application requires a plan or drawing, it shall be prepared in accordance with the following standards:
 - a. Site Plans, Single Lot Development Plans, Generalized Development Plans, Preliminary Subdivision Plans, and Subdivision Site Plans, plats, surveys, or any portion thereof, involving engineering, architecture, landscape architecture or land surveying, shall be prepared and certified respectively by an engineer, architect, landscape architect or land surveyor duly authorized by the state to practice as such.
 - b. Plans may be prepared in one or more sheets to show clearly the information required by this section and to facilitate the review and approval of the plan. If prepared in more than one sheet, match lines shall clearly indicate where the several sheets join.
 - c. Single Lot Development Plans shall be prepared at a scale of one inch equals 30 feet or larger.
 - d. Sheet Size shall not exceed 24 by 36 inches. Profiles must be submitted on standard plan profile sheets.
 - e. All lettering on plans shall be not be less than one-tenth of an inch in height.

f. All horizontal distances shown on plans shall be in feet and decimals of a foot to the closest 1/100 of a foot, and all bearings in degrees, minutes and seconds to the nearest ten seconds.

g. All copies shall be clearly legible blue or black line copies.

If there are any items needing correction by the applicant after the staff review of the plan, the staff will provide the applicant with comments and required changes. Nine copies of the corrected plan should be submitted, along with:

- Conservation Escrow and Escrow Agreement (form obtained from the Department of Community Development),
- Fee for bond document preparation, and
- Pro-rata share payment for drainage.

Estimated completion time for the plan review process is a minimum of 45 days, dependent upon the quality of the submitted plan.

Development Standards

To be approved, the plan must comply with the provisions of Zoning Ordinance § 78-513, *Single Lot Development*:

- (1) Development and redevelopment of lots shall include the provision of curb, gutter, sidewalk and on-site drainage improvements. A waiver from the Town Council may be requested and considered for the curb, gutter and sidewalk improvements if at least one of the following criteria is met:
 - (a) Provision of curb and gutter along the street would cause the subject property to become the only lot in the neighborhood with curb and gutter; or
 - (b) The street on which the subject property fronts is not on the Town's plan for installation of curb and gutters.
- (2) In lieu of providing the curb, gutter, and sidewalk improvements, the applicant shall make a cash contribution equivalent in value to the cost of installing the improvements. After consultation with other Town staff, the Zoning Administrator shall determine the value of the cash contribution using recognized standards.
- (3) Neither the cost of installing the improvements nor the value of the cash contribution shall exceed five percent of the value of the sum of all other lot improvements.
- (4) Development shall comply with the Town's Public Facilities Manual (Section 1-16,

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Standards for Public Improvements adopted by reference.)

What Happens after the Plan is approved?

A **house location survey** must be submitted prior to use and occupancy of the improvement. The house location survey shows the result of the improvements and serves as a record of the improvements made on the lot. It is kept in the Town's files for reference. The house location survey must be prepared by a certified or licensed surveyor or engineer and must meet certain standards (See Zoning Ordinance § 78-202.6(c)(4)c). Attached is a list of firms that provide survey services in northern Virginia.

Exterior alterations to any building in the Heritage Preservation District require the review and approval of the Heritage Preservation Review Board. This involves a separate application and submittal of information about the architectural features of the alteration. Some Site Plans may

require additional review under the Town's subdivision regulations in Chapter 70 of the Herndon Town Code. Applicants are encouraged to discuss these possibilities in the pre-application conference.

For all Site Plans, a Building Permit (if applicable) must be issued within five years, and the building must be completed within the time allowed under the Town's building regulations, or the Site Plan approval shall expire. This period may be extended by six months if a written request is received at least 30 days prior to expiration and if the extension is approved by the Town Council.

What if an Approved Plan Needs a Revision?

Consultation with the Zoning Administrator is advised. The applicant should submit an application for a Single Lot Development Plan with a fee and nine sets of drawings showing the revision.

Need more information?

Have a question regarding required permits, the permit process, or application requirements? Call or make an appointment to see a member of staff in the **Department of Community Development at 703-787-7380**.

Have a question regarding Building Permits or construction codes? Call or make an appointment to see the **Building Official at 703-435-6850**

Visit the Town of Herndon on the web at www.herndon-va.gov for the Zoning Ordinance User Guide series or to access the Town Code. Town offices are located at the Herndon Municipal Center at 777 Lynn Street, Herndon, Virginia, 20170.

User's Guide to the Zoning Ordinance Series:

1. Neighborhood Meetings and Public Participation in the Planning and Zoning Process
2. Zoning Map Amendments
3. Signs
4. Special Exceptions
5. Site Plan Review Procedures
6. Single Lot Development
7. Chesapeake Bay Provisions
8. Traffic Impact Studies
9. Subdivision Site Plans
10. Unified Commercial Subdivisions
11. Performance Guarantees
12. Heritage Preservation Regulations
13. Board of Zoning Appeals
14. Conducting a Business in the Home

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15. Fences
16. Accessory Structures
17. Summary of Permitted and Allowed Uses in the Zoning Districts
18. Summary of Dimensional Standards in the Zoning Districts
19. Commercial Vehicle Parking in Residential Districts
20. Parking on Lots with Single-Family Detached Dwellings
21. Landscape and Buffer Requirements
22. Explanation of Variances, Waivers, Adjustments, and Exceptions
23. Fee Schedule
24. Temporary Use Permits, Special Events
25. Day Care, Child Care, Preschool and Home Day Care
26. Zoning Inspection and Zoning Appropriateness Permits
27. Written (Mailed) Notification to Adjacent Property Owners for Scheduled Public Hearings
28. Refuse Collection on Private Property
29. Exterior Lighting Standards
30. Vacating a Street Right-of-Way
31. Portable Storage Units
32. Building Location Surveys
33. Water Quality Impact Assessments
34. Chesapeake Bay Provisions for Homeowners: Step by Step Approval Process for Single Family Detached and Duplex Dwellings
35. Roll Off Dumpsters
36. Bed and Breakfast Establishments

**Table 78-202.6: CONTENT REQUIREMENTS FOR SITE PLANS
THAT MAY BE APPROVED ADMINISTRATIVELY (Minor Site Plans, Temporary Use Site Plans) AND
SINGLE LOT DEVELOPMENT PLANS**

	Key: • Required information	Single Lot Development Plan	Minor Site Plan	Temporary Use Site Plan
1	Applicable provisions in § 78-201.3, <i>Submittal Requirements</i> .	•	•	•
2	Town cover sheet filled out	•		
3	Identification information on location, owner, developer, contact person's name, address, and telephone number;	•	•	•
4	Pro-rata share calculation for storm drainage, as shown on the cover sheet;	•		
5	Conservation cash escrow (bond) calculation, including: erosion and siltation control, tree protection, tree replacement, new landscape material, and damage to existing utilities, as calculated on the cover sheet.	•		
6	The plan review fee as calculated on the cover sheet	•		
7	Tax map reference number and location of the subject property by street address, Town, County and State;	•	•	•
8	North arrow;	•	•	
9	Date;	•	•	•
10	Number of sheets;	•	•	•
11	Scale at which plan is drawn (1" = 30' minimum)	•	•	•
12	Signature of the preparer	•	•	•
13	Existing topography with a maximum of two-foot contour intervals. Where existing ground is on a slope of less than two percent either one-foot contours or spot elevations where necessary but not more than 50 feet apart in both directions; existing topography shall extend at least 10 feet beyond the boundary of the site.	•		
14	Proposed finished grading by contours supplemented where necessary by spot elevations.	•	•	
15	Location, height, floor elevation, area, proposed and permitted lot coverage, etc. for new structures.	•	•	
16	Over lot grading and drainage, with a stormwater narrative setting forth how stormwater will drain from the property without adversely affecting other properties or the public stormwater system.	•	•	
17	Soil erosion and siltation control measures	•	•	
18	Features described in § 78-513, <i>Single Lot Development</i> , or a request for a waiver from providing such features if the criteria are met.	•		
19	Property corner markers	•		
20	Landscaping plan showing proposed and existing materials.	•	•	
21	Description of location and type of alien, invasive plant species to be removed from the site in accordance with § 78-503.9(a)(2).	•	•	•
22	Existing trees and tree protection measures for trees to remain.	•	•	•
23	All trees located off-site which have drip lines extending into the site shall be shown on the plan and considered as within the site for purposes of protective field practices.	•		
24	Site-specific delineation of Resource Protection Areas	•	•	•
25	Compliance with the Chesapeake Bay Preservation Area Overlay District regulations, or evidence of exemption from approval from Resource	•	•	

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	Key: • Required information	Single Lot Development Plan	Minor Site Plan	Temporary Use Site Plan
	Management Area requirements.			
26	A boundary survey of the property	•	•	
27	Existing use of building;		•	
28	Proposed change in use;		•	
29	Proposed building or addition;	•	•	
30	Dimensions and height of structures	•	•	
31	Changes in physical improvements	•	•	
32	Changes in setback lines;	•	•	
33	Lot area, zoning district designation, street address and present record owner of plat;	•	•	
34	A sketch showing the area of proposed activity with signage, display areas, if any, and any proposed illumination. If possible, the sketch should be provided on a copy of a previously approved site plan.			•
35	Hours of operation for the proposed activity;			•
36	The location, type, and size of proposed vehicular entrances to site;	•		•
37	The location, layout, and surface material of the proposed parking area associated with the proposed activity	•		•
38	Any additional information the Zoning Administrator deems appropriate	•	•	•
39	The Zoning Administrator may request additional information, as reasonable, if necessary for the evaluation of the application.	•	•	•
40	Prior to submittal of the application materials, the applicant may request that the Zoning Administrator approve relief from any specific submittal requirements listed in this table, § 78-201.3, <i>Submittal Requirements</i> or elsewhere if the Zoning Administrator or Subdivision Administrator deems such requirements unnecessary for the evaluation of the application.	•	•	•
41	Any additional information that the applicant may desire to provide in the consideration of the application.	•	•	•

Companies Providing Surveying Services in Northern Virginia	
ATCS	Fax: 703-430-0809
45195 Business Ct., Ste. 100, Dulles VA 20166	703-430-7500
Alexandria Surveys, Inc.	Fax: 703-768-7764
6343 S. Kings Hwy., Alexandria VA 22306	703-660-6615
BC Consultants	Fax: 703-449-8108
12600 Fair Lakes Cir. Suite 100, Fairfax VA 22033	703-449-8100
Baker/Geo Research Michael Baker Corp.	Fax: 703-960-9125
3601 Eisenhower Ave., Ste. 600, Alexandria VA 22304	703-960-8800
Bohler Engineering, P.C.	Fax: 703-709-9501
22630 Davis Drive, Suite 200, Sterling, VA 20164	703-709-9500
Vollmer Associates LLP	Fax: 703.777.2480
104 Church Street, SE, Leesburg, VA 20175	703.777.0063
Bowman Consulting Group Limited	Fax: 703-683-5781
2121 Eisenhower Ave., Ste. 302, Alexandria VA 22314	703-548-2188
Burgess & Niple	
4160 Pleasant Valley Road, Chantilly, VA 20151	703 631-9630
CIE Engineering, Inc.	
6001 Woodlake Ln., Ste. 30185, Alexandria VA 22310	703-922-7061
Carson, Harris & Assocs.	Fax: 540-349-1905
410 Rosedale Ct., Ste. 200, Warrenton VA 20186	540-347-9191
Cervantes & Assocs.	Fax: 703-385-1869
3701 Pender Dr., Ste. 110, Fairfax VA 22030	703-691-4114
Core States Engineering	
297 Herndon Parkway, Suite 302, Herndon, VA 20170	(703) 435-2877
Christopher Consultants	fax: 703.591.4220
9900 Main Street, Suite 503, Fairfax, VA 22030	703.273.6820
Dewberry	
8401 Arlington Boulevard, Fairfax, VA 22031-4666	703.849.0100
DiGiulian, John P.	Fax: 703-339-2180
7000-D Newington Rd., Lorton VA 22079	703-339-7449

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Dodd & Assocs.	Fax: 540-428-2929
30 Ashby St., Ste. 108, Warrenton VA 20186	540-428-2900
Dominion Surveyors, Inc.	Fax: 703-799-6412
8808-H Peartree Village Ct., Alexandria VA 22309	703-619-6565
EMSI Engineering, Inc.	Fax: 703-361-3798
6997 Gateway Ct., Manassas VA 20109	703-257-0817; 703-335-6376
Fields, R. C. Jr., & Associates	Fax: 703-549-6452
730 S. Washington St., Alexandria VA 22314	703-549-6422
Gordon, William H., Assocs., Inc.	Fax: 703-263-0786
4501 Daly Dr., Ste. 200, Chantilly VA 20151	703-263-1900; 703-803-9508
Huntley, Nyce and Associates	
14428 Albemarle Point Place, Chantilly, VA	703-750-3490
Holmes Smith & Assocs.	
9708 Main St., Manassas VA 20110	703-368-5829
Horton, Erickson & Taylor	Fax: 703-777-8889
P.O. Box 301, Leesburg VA 20178	703-777-8083
Land Design	
1414 Prince Street, Alexandria, VA 22314	703-549-7784
Land Development Consultants, Inc.	Fax: 703-273-7951
10805 Main St., St. 700, Fairfax VA 22030	703-591-5800
LeMay Erickson Architects	Facsimile 703.956.5601
11250 Roger Bacon Drive, #16, Reston, VA 20190	703.956.5600
Leonard Surveys, Inc.	
8599 Old Waterloo Rd., Warrenton VA 20186	540-349-8017
Logan, Harold A., Assocs.	Fax: 703-690-8132
9114 Industry Dr., Manassas Park VA 20111	703-330-1988; 703-941-3531
Loudoun Surveys	Fax: 540-338-5647
P.O. Box 447, Hamilton VA 20159	540-338-9000
P H R & A, Inc.	Fax: 703-494-6693
12596 Darby Brook Ct., Woodbridge VA 22192	703-497-1122
Paciulli, Simmons & Assocs. Ltd.	Fax: 703-934-9787
11212 Waples Mill Rd. Suite 100, Fairfax VA 22030	703-934-0900
Patton, Harris, Rust and Associates	FAX: 703-449-6713

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14532 Lee Road, Chantilly, VA 20151-1679	703-449-6700
Point To Point Survey, Inc.	Fax: 540-364-3033
8393 W. Main St., Marshall VA 20115	540-364-1888
Professional Design Group, Inc.	Fax: 703-378-2102
14301-B Sullyfield Cir. Ste. 202, Chantilly VA 20151	703-378-2101; 703-631-2344
RBT Engineering, Inc.	Fax: 703-368-3411
9401 East St., Manassas VA 20110	703-368-1188
Ramsey, William E.	
3905 Railroad Ave, Ste. LI100 , Fairfax VA 22030	703-385-4499
Rice Assocs.	Fax: 703-968-2705
10625 Gaskins Way, Manassas VA 20109	703-968-3200
Rinker Design Assocs.	Fax: 703-257-5443
9300 W. Courthouse Rd. Ste. 300, Manassas VA 20110	703-368-7373
Ross, France & Ratliff Ltd.	Fax: 703-361-6353
8802 Sudley Rd., Manassas VA 20110	703-361-4188
S.D.E., Inc.	Fax: 703-556-0583
7777 Leesburg Pike, Falls Church VA 22043	703-556-0800
Schiller & Assocs.	Fax: 703-538-5195
6063 Arlington Blvd., Falls Church VA 22044	703-237-7530
Smith, B. W., & Assocs., Inc.	Fax: 703-368-6892
9255 Corporate Cir., Manassas VA 20110	703-368-5886
Triad Engineering, Inc.	Fax: 540-667-2280
200 Aviation Dr., Winchester VA 22602	540-667-9300
Tri-Tek Engineering	
690 Center Street, Suite 300, Herndon, VA 20170	703 481-5900
Urban Engineering and Associates, Inc.	
7712 Little River Turnpike, Annandale, VA 22003	(703) 642-8080
Urban Engineering & Associates, Inc.	Fax: 703-378-7878
4200-D Technology Ct., Chantilly VA 20151	703-378-4961
View Engineering	Fax: 703-443-8396
104-B Church Street, SE, Leesburg, VA 20175-3003	1-800-300-6811 or 703-443-8376
Vika, Inc.	Fax: 703-761-2787
8180 Greensboro Dr., Ste. 200 , McLean VA 22102	703-442-7800
Vollmer Associates	Fax: 703-777-2480

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P.O. Box 955, Leesburg VA 20178	703-777-0063
Warner, Jeff, Land Surveying, Inc.	Fax: 703-369-5783
9442 Centerpoint Ln., Manassas VA 20110	703-369-5249
Webb & Associates, Inc.	Fax: 703-591-0686
10195 Main St., Ste. P, Fairfax VA 22031	703-591-3684
Wolford & Chen	Fax: 703-777-8236
P.O. Box 431, Leesburg VA 20178	703-777-3461; 703-478-1940